

**BYLAWS OF THE
URBAN RENEWAL AGENCY OF THE CITY OF AUSTIN**

ARTICLE 1. NAME.

The name of the board is Urban Renewal Agency of the City of Austin.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is to operate in accordance with Texas Local Government Code Chapter 374 (Urban Renewal in Municipalities).

ARTICLE 3. MEMBERSHIP.

- (A) The board is composed of seven members appointed by the city council. A Commissioner must be a resident of the City of Austin and a real property owner (Chapter 374.023(b)).
- (B) The Austin City Council may remove a Commissioner for inefficiency, neglect of duty, or misconduct in office in accordance with Texas Local Government Code Section 374.023(f).
- (C) Commissioners serve staggered terms of two years beginning on August 1st of the year of their appointment. Vacancies are filled for the unexpired term. The number of Commissioners may not be changed more often than once every two years and must be composed of at least five but not more than nine Commissioners (Chapter 374.023(b)).
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a twelve month time period may be removed in accordance with Texas Local Government Code Section 374.023(f). This does not apply to an absence due to illness or injury if the member notifies the staff liaison of the reason for the absence no later than the next meeting of the board.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the

resignation should allow for a thirty day notice so the City Council can appoint a replacement.

ARTICLE 4. OFFICERS.

- (A) The officers of the board shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after August 1st. *ate may be substituted, consistent with the meeting schedule in Article 7, Meetings.)*
- (C) The term of office shall be one year, beginning September 1 and ending August 31. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a board for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a board for three consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office.
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at board meetings, appoint all committees, and represent the board at ceremonial functions. The chair shall supervise and control all of the business and affairs of the Agency. The chair shall perform other duties prescribed by the board and all duties incident to the office of the chair. The chair may execute any deeds, mortgages, bonds, contracts, or other instruments that the board has authorized to be executed. However, the chair may not execute instruments on behalf of the Agency if this power is expressly delegated to another officer or agent of the Agency by board, these bylaws, or statute.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 6. AGENDAS.

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting.
- (B) The staff liaison shall prepare and distribute the agenda to the board members not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the Board's attorney.
- (D) The regular meeting of the board shall be held on the third Monday of each month at 6:00 p.m., at the Street-Jones Building, 1000 East 11th Street, Room 400A, unless otherwise determined by the board. If the regular meeting day is a holiday, the meeting will be held on the following fourth Monday of the month.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and sent to all members at least three days before the meeting.
- (F) Four Commissioners constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by affirmative vote of not less than the four members.
- (I) The chair has the same voting privilege as any other Commissioner.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (L) The City Neighborhood Housing and Community Development Office shall retain all official board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

ARTICLE 8. COMMITTEES.

- (A) Each committee shall consist of at least three board members appointed by the chair and a staff member appointed by the director of the Neighborhood Housing and Community Development Office. The staff member is an ex-officio, non-voting member of the committee.
- (B) The board chair shall appoint a committee member as the committee chair, with the member's consent. The board chair shall be an ex-officio, non-voting member of all standing committees.
- (C) Each standing committee shall meet on a regularly scheduled basis at least quarterly.
- (D) Each standing committee shall make an annual report to the board at the January board meeting.
- (E) The chair may, with the board's approval, appoint special committees. The chair shall provide board members with prior notice of intent to appoint a special committee.
- (F) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

ARTICLE 11. ANNUAL REPORTS.

The Agency on or before March 31 of each year, shall file a report of its activities for the preceding calendar year with the City in compliance with Texas Local Government Code Section 374.024(b), and, if required, each taxing entity a report of its activities for the preceding calendar year in compliance with Texas Local Government Code Section 374.037(a). In addition, if required, an annual statement in compliance with Texas Local Government Code Section 374.037(b) must also be published in a newspaper of general circulation of or before July 1 of each year.

PASSED AND APPROVED ON 20 DAY OF September 2010.

_____, Chair

Elizabeth A. Spencer, Acting Director, Neighborhood Housing and Community
Development

Charles E. Zech, Board Counsel